Public Works Director
Job Opening

Job Title: Public Works Director
Closing Date: Open until filled
Position Type: Full-Time, FLSA Exempt
Salary: $70,000 - $85,000 annually, based on experience & qualifications

The City of Algona, Iowa (pop. 5,560) is seeking a Public Works Director to provide administration and supervision for the following city service areas: Municipal Street System, Wastewater System, Storm Sewer System, Cemetery Maintenance, Airport Operations, and Building Code Enforcement. The Director provides technical and administrative leadership for a variety of construction projects and coordinates equipment purchases, supervises the personnel and financial activities of the departments.

General Duties
The Public Works Director is responsible for the planning, organizing, and operations of all activities related to municipal streets, wastewater utility, stormwater utility, municipal airport, and municipal cemetery. With assistance of the City Administrator, the Director prepares budgets and short-term and long-term capital improvement plans (CIP) for each department supervised.

Public Works Director supervises six street department employees, four wastewater department employees, Cemetery Superintendent, Airport Manager, Building Official/Public Works Technician as well as part-time and seasonal employees.

Qualifications
The City seeks candidates with a proven record in a wide range of public works services. Successful candidates must have a minimum of three years of increasingly responsible experience in a similar position and a Bachelor’s Degree in Engineering, Community and Regional Planning, Public Administration, Management or closely related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position and be a proactive and progressive part of the management team. Strong skills in budgeting, personnel management, communication, construction, maintenance and operations of streets and sewers, project management, and leadership desired.

Applications
To apply, submit a cover letter, resume, and three professional references to City Administrator Jacob Tjaden at jtjaden@ci.algona.ia.us. This position will be open for applications until filled.

The position’s salary range is $70,000 - $85,000, depending on qualifications. The City offers an excellent benefits package. Employment is contingent upon successful completion of a post-offer drug screen, physical, and background check.

Direct questions to Jacob Tjaden at 515-295-2411. Additional information and job description can be found at www.ci.algona.ia.us/Employment

The City of Algona is an equal opportunity employer.